

Professional and Managerial Branch
Administrative Group
Financial and Revenue Series

FINANCIAL SERVICES CHIEF FINANCIAL OFFICER

09/05 (AIS)

General Purpose

Under general direction, as a department head and Chief Financial Officer, manage the City's centralized accounting and financial functions and allied services for the general public, and act as key financial advisor to City administration.

Typical Duties

Plan, develop, organize and implement centralized accounting and financial reporting, revenue collection and investment, debt issuance and servicing, capital and real property purchasing and disposition, materials and services procurement, and other delegated fiscal functions. Involves: Establish new and changed City wide fiscal policies and methods. Ensure compliance with statutory requirements and generally accepted accounting principles and department rules. Advise on proper courses of action regarding fiscal matters such as investment of excess money, and effects of tax revisions and expenditures. Recommend ordinances and resolutions, and major operational adjustments in order to safeguard the validity and reliability of the City's manual and computerized accounting data bases which includes reviewing staff proposals for solving problems associated with integration or decentralization of processing practices. Participate in development of short and long range plans for general government functions and collaborate in preparation of comprehensive annual budgets by estimating City's current fiscal well being.

Implement, coordinate and control areas of fiscal activity including financial statements, general ledger, accounts payable and receivable, payroll, investments, grants, and purchasing. Involves: Direct department staff in or execute preparation of required financial reports for the City Manager, Deputy City Manager, Mayor and Council, City departments and Federal or State agencies detailing income, expenses and earnings, and legal advertising supporting financial statements and amortization schedules in connection with bond issues. Oversee and approve receipts and deposits of collections, reconciliation and balancing of City's demand, bank, fiscal agent and corporate trustees' accounts, and determination of capital equipment depreciation rates. Examine City's accounts and claims or demands for or against the City, assemble necessary information for preparation of Comprehensive Annual Financial Report (CAFR) on a timely basis as required by law in conjunction with external auditor, and arrange for and review reports on periodic or special independent audits. Propose or approve viable suggestions and initiate and regulate action plans to improve processes or rectify systemic deficiencies that include such consideration as funding alternatives and availability, resources allocations and uses, program or project costs versus benefits, fixed assets values and utility, and materials planning and inventories. Confer with and make presentations to financial institution representatives, City officials and department heads, boards and commissions, and civic groups and citizens to communicate official plans, policies and procedures. Certify availability of funds and sign checks.

Direct department administration. Involves: Conduct cost-benefit, statistical or other analyses, and review unit funding requests, and suggest program improvements and staff changes to prepare internal consolidated annual budget, and set and measure organization performance. Participate in capital improvement planning by recommending new or modified facilities or equipment, and prepare related specifications. Monitor use of budgeted funds by recording and analyzing purchase, repair, personal services and other costs to minimize expenditures for which accountable in accordance with established City financial policies and procedures. Oversee operation and upkeep of computerized financial and accounting systems. Obtain and maintain internal payroll and related employee records, requisitions and purchase order documents. Monitor execution of contracts for services and supplies in accordance with City procurement policies and procedures.

Supervise assigned supervisory and non-supervisory professional, managerial, and general services personnel. Involves: Determine and change workflow, procedures and results targets. Schedule and balance workloads of bureaus, make or approve project assignments, issue written and oral instructions, arrange for or conduct division level orientation and training. Examine work for exactness, neatness, and policy and procedure conformance, guide staff to overcome difficulties encountered, correct errors and rectify complaints. Measure and evaluate performance of direct reports and review employee appraisals by subordinate supervisors. Coach to motivate competency improvement and career advancement. Maintain harmony among workers and resolve grievances. Serve on applicant interview panels. Recommend employee selection, pay adjustments or commendations. Determine discipline and other status changes. Structure bureaus, realign functions and change job designs.

Perform miscellaneous related managerial and administrative duties as required. Involves: Substitute, as qualified, for peers or subordinates during temporary absences by carrying out specifically delegated functions to maintain continuity of normal services. Conduct special studies. Serve on ad hoc committees or represent the City at various conferences and meetings as instructed. Prepare and present special and recurring reports and recommendations

containing technical data and cost estimates effecting department activities for review by City officials and other executives. Maintain awareness of trends in the profession and technological developments.

Knowledge, Skills and Abilities

- Comprehensive knowledge of financial and business management theories and principles.
- Comprehensive knowledge of modern municipal accounting and professional administrative practices, including purposes and interactions of public finance, fiscal planning, investment, materials procurement and management, budgetary, payroll, general ledger, and accounts payable and receivable functions.
- Considerable knowledge of internal control methods and management information systems, including office automation and computerized financial applications.
- Considerable knowledge of generally accepted accounting principles, governmental accounting, auditing, and financial reporting procedures and standards.
- Considerable knowledge of statutory requirements of accounting procedures and control.
- Good knowledge of supervisory techniques.
- Good knowledge of tax laws and regulations pertaining to municipal government.
- Ability to manage department functions to achieve goals within budget and available resources.
- Ability to design, implement and administer new and improved standardized accounting systems and policies and adapt them to computerized operations.
- Ability to analyze, interpret and maintain critical City fiscal records and financial statements.
- Ability to enforce adherence to generally accepted accounting principles and statutory requirements.
- Ability to exercise sound judgment to solve complex problems such as establishing and maintaining internal controls and corrective procedures to prevent or adjust financial and accounting errors and complaints having widespread or long term internal or external consequences.
- Ability to establish and maintain effective working relationships with fellow employees, officials and the general public to coordinate department activities with other departments and agencies.
- Ability to fairly and impartially exercise delegated authority as appointing officer.
- Ability to express oneself clearly and concisely, orally and in writing to persuasively present findings of technically complex special and periodic fiscal and cost of service studies and forecasts, and provide professional advice for use in strategic decision making by City officials.
- Skill in operation and care of personal computer and mainframe, and generic productivity and specialized financial systems software.

Other Job Characteristics

- Must be bondable.
- Residency requirements within the City of El Paso city limits required by date of employment.
- Work extended hours, weekends and holidays as an executive reporting to the Deputy City Manager.

Minimum Qualifications

Education and Experience: Equivalent to an accredited college or university with a Bachelor's Degree in Accounting, Finance, Business or Public Administration, or a closely related field of study, plus ten (10) years performing progressively responsible professional accounting or financial functions, including four (4) years in a municipal, local or other governmental entity, and four (4) years administrative and supervisory management of a related major division or organization.

Licenses and Certificates: Valid Certified Public Accountant (CPA) License by time of appointment.

Human Resources Director

Department Head